

ASPIRE

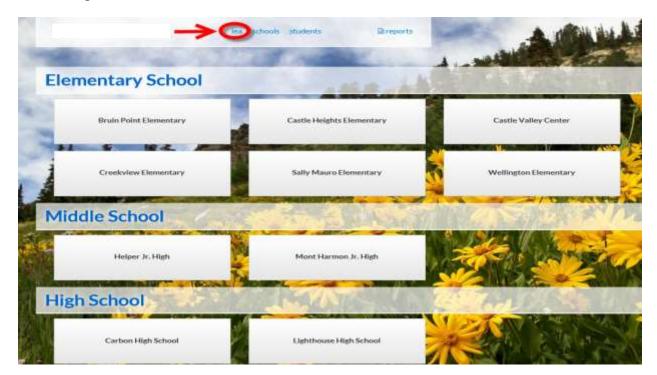
How to Export/Import SSID Numbers



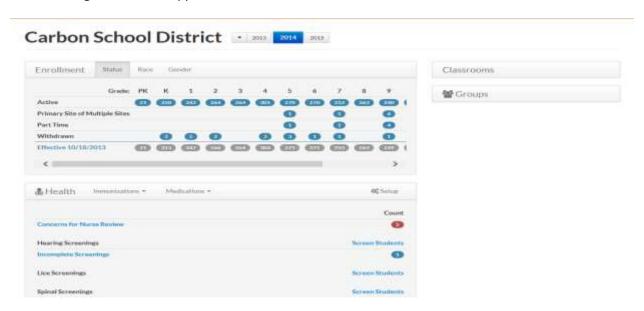
SSID Process

SSID Process

The SSID process is located on the LEA lens. Click on



The following LEA lens will appear:





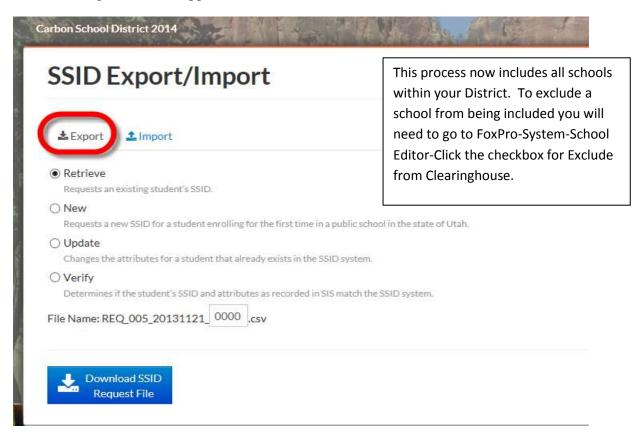
Scroll Down to the SSID card.



Export SSID Numbers

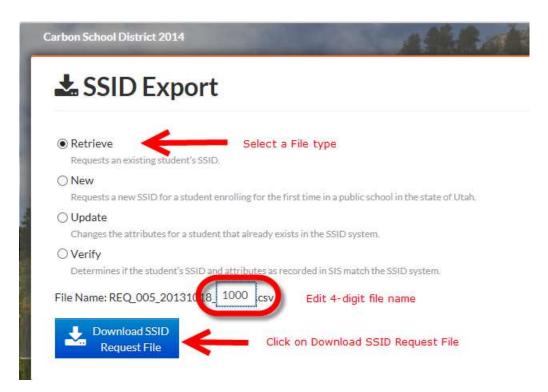
Select Lexport to create a file to retrieve SSID numbers from the SSID system.

The following screen will appear.



- Select which type of file for the SSID system Retrieve, New, Update, or Verify. For this demonstration please click on "Retrieve"
- Edit the 4-digit number on File Name
- Click on
 Download SSID
 Request File



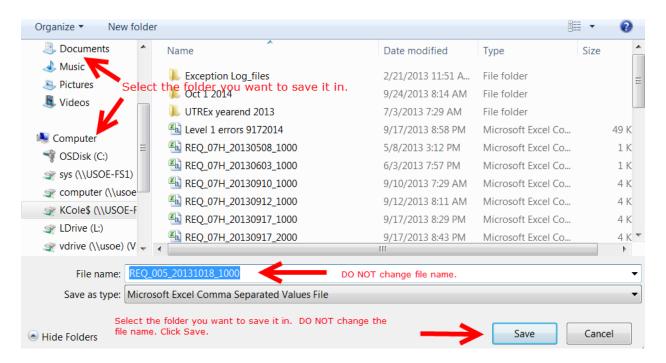


• Your browser will vary on how the file appears for saving, the following is an example of IE10



- Do NOT open the file and then try to save it. It will not save correctly and pass through the SSID system.
- Click "Save as"





- This is the file that you will send to the SSID system. After the file has been created go
 to the SSID system and log in. You should have documentation for SSID that you can
 download from the website
 - https://ssid.schools.utah.gov/SSID/Login.aspx?ReturnUrl=%2fSSID%2fdefault.aspx
- Once the file processing has completed in the SSID system, you will be able to download a response file that will allow you to upload the student SSID numbers into Aspire.

Import SSID Numbers

After you have downloaded and saved the SSID response file, you will import the response file into ASPIRE.

• Click on ^{♠ Import}





The SSID Import screen will appear.



• Click Browse... to find the file (RESP_XXXX.csv).

Import SSID

• Click Response and your ASPIRE System will be updated. This will put the SSID number's into your database and you can then view them on the Student Enrollment card.

New SSID Numbers

• The "New SSID Numbers" should be run next. Run through this process the same way you did the "Retrieve SSID Numbers" request file.

Update SSID Records

• The "Update SSID Records" request file is for student name changes, birthdate, and gender that you change in the ASPIRE system that need to be updated in the SSID system. When you change one of these fields in ASPIRE, the student record will be flagged as having had a change made to it. These are the students that will be included in the Update SSID Records request file. You process this file in the same way. You will get a response file back and you have to Update ASPIRE System so it will unflag the student record.

Verify SSID Numbers

• The last type of request file is the "Verify SSID Numbers". This includes all students with a SSID number in ASPIRE and matches LEA ID, LEA school ID, student ID, name, birth date and gender from the ASPIRE to the SSID system. You need to make sure you do not have any errors in the SSID system after you process this file. If you do, you need to correct these errors. You do not need to download a response file to update ASPIRE for this type of request file. You need to do this request before any testing preprint, Oct 1, Dec 1, and Year End Clearinghouse uploads.

If you only have a few students that you want to retrieve or if you are sure that a student is new to the Utah school system, you can go to the SSID System and manually find the student and retrieve them or do a new student request from there. You would then enter the SSID number into the ASPIRE Student Edit Enrollment screen. If you need assistance with this manual SSID process, please call the SSID Site help desk or email ssidhelp@schools.utah.gov.



"SSID Process" Screen

FUNCTIO N	WHEN PERFORME D	ASPIRE REQUEST FILE CONTENT S	WHAT SSID SYSTE M DOES	SSID RESPONSE FILE CONTENT S	"PROCESS RESPONSE FILE" ACCOMPLISHE S
Retrieve	After all students are entered *	All students without an SSID number	Checks for existing SSID numbers	SSID numbers tied to students in Request File	Populates Student Editor with existing SSID numbers
New	After "Retrieve" response file has been processed by ASPIRE *	All students without an SSID number	Assigns SSID numbers to all	SSID numbers for students who did not have one before	Populates Student Editor with new SSID numbers
Update	As needed *	All students having changes in their names, birth date, ethnicity, and gender	Updates the SSID system to match the ASPIRE system	Marker in each record that has been updated	Tells ASPIRE that updates have been made in SSID System for these students
Verify	Before testing preprints, Oct 1, Dec 1, and Yearend Clearinghouse files are created *	All students with an SSID number	Verifies all SSID numbers for matching names, LEA data, birth date, gender	No response file.	N/A. All corrections are made directly in SSID System

^{*}Note: All four functions should be run before testing preprints, October 1, December 1, and Clearinghouse files are created to ensure that SSID numbers are correct. In addition, Retrieve, New, and Update functions should be performed as described above.